

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

Today's Date
County
Contract Organization Name

Your Name

Your Mailing Address
City, State, Zip
Your Work Phone Number
Fax
Your Work Email Address

5/14/2007

Niobrara

Solutions For Life

Bob Shinmori

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Douglas, WY 82633

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307-358-5329

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Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division,
Wyo Dept. of Health
lisa.laake@health.wyo.gov

For information call 1-800-535-4006
or 307-777-6494

Please keep both a hard-copy and file copy for your records

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	7-Feb	50% FTE, split responsibilities with SABG
2	Supervise SPF staff/staff evaluation (note dates and any notes)		50%	Continuing	Meets weekly with supervisor
3	Name, title, and phone number of the staff's supervisor				Shirley Blakely and Peggy Wiley 358-2846
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)		NA		Already completed on Coordinator
5	Staff training and paid travel (list all training paid under the contract, dates, traveler name, amount)		50%	Ongoing	Travel to Niobrara County for data, and required trng
				2/11-15/07	Bob Shinmori, Cary Gill to CADCA Conference
				3/5-6/07	Bob Shinmori, State meeting
6	Notify the Division of any board of directors/staffing changes			April, 2007	Becky Freeman, new Board member for SFL
7	Other Contract Work Agreements (report details)				
8	Complete agreement with SPF-TAC		100%	7-Mar	
9	Other				

B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%	March, 2007	
2	Needs Assessment Instrument Received	Feb or March 2007	100%	March, 2007	
3	Data Collection		90%		Near completion, Town meeting this month
4	Data Analysis		80%		Analysis continues
5	Priorities Identified		40%		Tentative priorities and issues targeted
6	Needs Assessment Sent to SAD	1-Jun-07			
7	Receive SAD Comments @ Needs Assessment Revise Needs Assess/Submit Final	15-Jun-07			
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
C Community Infrastructure Activities					
1	Community Advisory Council Activities briefly list CAC activities		40%		Review of workbook, discussion of issues
2	Community Advisory Council Meetings List dates & number of people who attended		40%	3/27/2007	Shared with CAC workbook and expectations
					Over the months, have met with LEA, Court personnel and CAC members on topics and issues
	See below for membership report				
3	Budget and Funding Approved by CAC (attach minutes)		100%	3/27/2007	

4	Community Resource Assessment note date and attach report				
5	Present Findings/Process to Community (Optional) local SAPST and/or CADCA Training for SAC/Community				
7	Briefly describe how the community was involved in the SPF process during this reporting period				
8	Other CAC/Infrastructure				

D Strategic Planning Activity

	Attend Strategic Planning Training	Jul-07			
	Receive Strategic Planning Materials from SAD				
	Research Evidence Based Strategies				
	Match Strategies to Data/Needs				
	Write Strategic Plan				
	Submit Strategic Plan to SAD				
	Receive SAD Comments/Revise/Final Plan	31-Aug-07			
	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
E	Implementation (only with SAD approval)				

F Deliverables and Assurances Reports

	For February 1 - April 30				
1	May 15: Submit this report to SAD	15-May-07			
2	May 15: Submit Expenditure Report to SAD	15-May-07			
	For February 1 - June 30				
3	July 31: Submit CLI to SAMHSA	31-Jul-07			
	For May 1 - June 30				
4	July 31: Submit Expenditure Report to SAD	31-Jul-07			
	For May 1 - September 30				
5	October 15: Submit this report o SAD	15-Oct-07			
	For July 1 - September 30				
6	October 15: Submit Expenditure Report to SAD	15-Oct-07			
7	Complete evaluation agreement with WySAC	30-Mar-07			
8	Provide any other evaluation information				
9	Submit any requested data				
10	Obtain Chapter 16 Prevention Certification				
11	On-Site evaluations or reviews				
12	Post 2 newspaper ads/articles about the SPF grant (attach copy)				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
G	Other Information				
	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				
1	Restricted activities (report any approval requested and received for these)				
2	fairs/brochures/educational materials media				
3	Please note any significant changes from the budget submitted in the application.				
4	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				
5	What was the one greatest barrier this reporting period? What was done to address this barrier?				
6	Please briefly list any significant changes or information related to this grant				

